

Arizona Commission on the Arts

**Guide to Grants for
Organizations and Schools
2009-2010**

Fiscal Year 2010 Grants

Project Grants

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OVERVIEW

Project Grants assist all types of organizations in their efforts to provide quality arts programming to communities. Project Grants are awarded, in general, to assist with the costs of connecting artists (or their artistic work) with communities. These arts experiences create the public value for the arts and the rationale for the investment of public funds.

Organizations are required to match these costs at least dollar for dollar as well as provide their own funding for staff, administration and other expenses required to produce these activities. These matching expenses and all other associated funding should be reflected in the Project Grant budget.

The scope of a project is left to the discretion of the organization in order to respond to the diverse needs of the community it serves.

Project Grant Categories

- Design/Public Art
- Festivals
- Literary Arts
- Media Arts
- Multidisciplinary/Presenting
- Performing Arts (Dance, Music, Opera, Theatre)
- Visual Arts

If the focus of your project is learning in the arts with/for preK-12 students, please refer to the Arts Learning Project Grants Guide.

FUNDING CRITERIA

The following criteria are the basis for the panel review of all Project Grant applications and relate to the four narrative sections of the online application:

- **Artistic quality** and creativity of the project (for service organizations, *quality of service*)
- Ability of the project to serve the **needs of the community**, including potential public exposure and public benefit, and efforts to reach artists and audiences from diverse groups
- **Managerial/administrative ability** of the applicant organization to carry out the project and properly administer funds granted
- **Appropriateness of the applicant's budget** to carry out the proposed project

Funding Eligibility Scale for Project Grants

If eligible fees are between:	You may request up to:
\$1,500 to \$4,000	50% of eligible fees
\$4,001 to \$6,000	\$2,000
\$6,001 to \$8,000	\$2,500
\$8,001 to \$11,000	\$3,000
\$11,001 to \$15,000	\$3,500
\$15,001 to \$20,000	\$4,000
\$20,001 to \$40,000	\$4,500
\$40,001 to \$60,000	\$5,000
\$60,001 to \$100,000	\$5,500
Above \$100,000	\$5,500 + up to 5% of fees beyond \$100,000

For more information related to the Project Grants Funding Eligibility Scale, please contact Mitch Menchaca, Senior Director of Programs at 602-771-6529 or mmenchaca@azarts.gov.

PROJECT GRANT CATEGORIES

Design/Public Art

Design/Public Art projects enhance the visual quality of Arizona's communities and build community awareness and appreciation of high quality design in Arizona. Design and Public Art Projects range from conferences and workshops to signage for historic/arts districts, commissions of public works of art and streetscape plans of public spaces. Design disciplines include, but are not limited to, architecture, landscape architecture, historic preservation, graphic design, and environmental design and planning.

In general, municipalities or counties are ineligible to apply for public art grant assistance if a local percent-for-art ordinance is in place. Non-profit organizations located within such communities may apply. However, if a project is outside of the limitations of a given percent-for-art ordinance, municipalities and counties with percent-for-art programs may submit a project grant application in the category of Design/Public Art, but must contact the Visual Arts Director before beginning an application.

The following program requirements must be addressed within a Design/Public Art Project application:

- Evidence of community support
- The open competitive process used for artist selection
- Names and credentials of artist selection panelists, or the process used to select panelists
- Plans for fundraising
- Appropriate use of and payment to artists/design professionals

Eligible Fees for Design/Public Art

Grant awards are based upon eligible fees. Eligible fees must be itemized and entered in the correct corresponding budget lines. For specific eligibility information related to this grant area, refer to the chart below.

NOTE Numbered headings correspond to budget lines in the EGOR online application	
<u>2. CONTRACTED SERVICES</u>	
a) Artists including travel/ per diem	
	Guest artist fees
	Guest artist travel expenses (including lodging)
b) Consultants/ Other Experts including travel/per diem	
	Consultant fees (Contracted, not organization staff)
	Consultant travel expenses (including lodging)
<u>3. PRODUCTION EXPENSES</u>	
	Project Models
	Prospectus printing
	Conservation materials
	Public art installation and production costs
<u>7. REMAINING OPERATING EXPENSES</u>	
	Shipping and Insurance

For more information related to Design/Public Arts Project Grants, please contact Adriana Gallego, Visual Arts Director at 602.771.6530 or agallego@azarts.gov.

Festivals

Festivals allow communities to share cultural traditions which can create vibrant opportunities and experiences for citizens and visitors. A festival is often a person's first experience and point of entry with the arts. Festivals may be multidisciplinary in scope and include music, dance, art, food, and traditional demonstrations, but also may be specific to an artistic discipline.

Festivals grants support guest artist fees/expenses, marketing and production expenses for festival projects.

Eligible Fees for Festivals

Grant awards are based upon eligible fees. Eligible fees must be itemized and entered in the correct corresponding budget lines. For specific eligibility information related to this grant area, refer to the chart below.

NOTE Numbered headings correspond to budget lines in the EGOR online application	
<u>2. CONTRACTED SERVICES</u>	
a) Artists including travel/ per diem	
Guest artist fees	
Guest artist travel expenses (including lodging)	
<u>3. PRODUCTION EXPENSES</u>	
Includes stage and space rental, space rental insurance, and sound and lighting equipment	
<u>6. MARKETING/ PROMOTION</u>	
Includes media ads, graphic design, website maintenance, promotional material and printing costs	

For more information related to Festival Project Grants, please contact Mitch Menchaca, Senior Director of Programs at 602-771-6529 or mmenchaca@azarts.gov.

Literary Arts

Literary Arts projects present short- or long-term residencies, workshops, and reading series, and support production of literary publications (books and journals, but not textbooks).

Eligible Fees for Literary Arts

Grant awards are based upon eligible fees. Eligible fees must be itemized and entered in the correct corresponding budget lines. For specific eligibility information related to this grant area, refer to the chart below.

***NOTE *** Numbered headings correspond to budget lines in the EGOR online application	
<u>2. CONTRACTED SERVICES</u>	
a) Artists including travel/ per diem	
	Guest artist fees
	Guest artist travel expenses (including lodging)
b) Consultants/ Other Experts including travel/per diem	
	Consultant fees (Contracted writer acting as a judge for a publication competition; fee may not be used to pay organization staff)
<u>3. PRODUCTION EXPENSES</u>	
	Printing costs (limited to literary books and journals)
	Design (limited to initial production of an online journal)

For more information related to Literary Arts Project Grants, please contact Adriana Gallego, Visual Arts Director at 602-771-6530 or agallego@azarts.gov.

Media Arts

Media Arts grants assist in the presentation and production of projects designed to connect the public with the media arts and support the production of media art works that celebrate the arts in an engaging and creative manner. Documentaries about artists and the impact of the arts on people's lives are eligible and are encouraged. Media Arts disciplines include radio, film and video.

Eligible Fees for Media Arts

Grant awards are based upon eligible fees. Eligible fees must be itemized and entered in the correct corresponding budget lines. For specific eligibility information related to this grant area, refer to the chart below.

***NOTE *** Numbered headings correspond to budget lines in the EGOR online application	
<u>2. CONTRACTED SERVICES</u>	
a) Artists including travel/ per diem	
	Guest artist fees
	Guest artist travel expenses (including lodging)
b) Consultants/ Other Experts including travel/per diem	
	Consultant fees (Contracted, not organization staff)
	Consultant travel expenses (including lodging)
<u>3. PRODUCTION EXPENSES</u>	
	Media production and post-production costs
	Film rental and shipping
	Online media production

For more information related to Media Arts Project Grants, please contact Adriana Gallego, Visual Arts Director at 602.771.6530 or at agallego@azarts.gov.

Multidisciplinary/Presenting

Multidisciplinary/Presenting projects present multi-day residencies or series of events that engage artists from more than one artistic discipline.

Producing organizations (arts organizations in all disciplines which create or perform artwork) are advised to show their entire project's budget (such as the full production costs for a work with a guest director), not just the guest artist's expenses, to best represent the entire scope of the project.

Eligible Fees for Multidisciplinary Presenting/Projects

Grant awards are based upon eligible fees. Eligible fees must be itemized and entered in the correct corresponding budget lines. For specific eligibility information related to this grant area, refer to the chart below.

***NOTE *** Numbered headings correspond to budget lines in the EGOR online application	
<u>2. CONTRACTED SERVICES</u>	
a) Artists including travel/ per diem	
	Guest artist fees
	Guest artist travel expenses (including lodging)
b) Consultants/ Other Experts including travel/per diem	
	Consultant fees (Contracted, not organization staff)
	Consultant travel expenses (including lodging)

Organizations commonly mistake seasonally contracted artists' fees, rehearsal-pay for guest artists who are also contracted performers, project contract fees for staff, and space, costume and set rental fees, or marketing expenses as eligible fees in this area. **Please note these are not eligible fees.**

For more information related to Multidisciplinary/Presenting Project Grants, please contact Casey Blake, Individual Artists Services Coordinator at 602.771.6536 or at cblake@azarts.gov.

Performing Arts (Dance, Music, Opera, Theatre)

Discipline-specific performing arts projects may include multi-day residencies, master classes and the commissioning of new work for public performance. Projects are not limited to the previous list, but should not be mistaken to include competitions, festivals or organizations' seasons.

Producing organizations (arts organizations in all disciplines which create or perform artwork) are advised to show their entire project's budget (such as the full production costs for a work with a guest director), not just the guest artist's expenses, to best represent the entire scope of the project.

Eligible Fees for Performing Arts

Grant awards are based upon eligible fees. Eligible fees must be itemized and entered in the correct corresponding budget lines. For specific eligibility information related to this grant area, refer to the chart below.

***NOTE *** Numbered headings correspond to budget lines in the EGOR online application	
<u>2. CONTRACTED SERVICES</u>	
a) Artists including travel/ per diem	
	Guest artist fees
	Guest artist travel expenses (including lodging)
	Contracted artistic personnel fees - for project only (<u>not</u> videographer/photographer/sound engineer or the like for documentation purposes)
	Contracted artistic personnel travel expenses - for project only (<u>not</u> for videographer/photographer/sound engineer or the like for documentation purposes)
b) Consultants/ Other Experts including travel/per diem	
	Consultant fees (Contracted, not organization staff)
	Consultant travel expenses (including lodging)
	Stage Manager (Contracted, not organization staff)
<u>3. PRODUCTION EXPENSES</u>	
	Royalties/ music rights
	Rental equipment specific to project only (<u>not</u> for project documentation purposes)

Organizations commonly mistake seasonally contracted artists' fees, rehearsal-pay for guest artists who are also contracted performers, project contract fees for staff, and space, costume and set rental fees, as eligible fees in this area. **Please note these are not eligible fees.**

For more information related to Performing Arts Project Grants, please contact Jennifer Tsukayama, Performing Arts Director at 602.771.6531 or at jtsukayama@azarts.gov.

Visual Arts

Visual Arts projects support guest artist fees for residencies, workshops, lectures, conferences, exhibitions or other visual arts projects. Visual Arts organizations may request funds to develop exhibitions. Applicants are strongly urged to submit Supplementary visual materials that support the application and demonstrate the artistic quality of the project or organization. Please review page 12 for details related to submitting Supplementary materials.

Eligible Fees for Visual Arts

Grant awards are based upon eligible fees. Eligible fees must be itemized and entered in the correct corresponding budget lines. For specific eligibility information related to this grant area, refer to the chart below.

***NOTE *** Numbered headings correspond to budget lines in the EGOR online application	
<u>2. CONTRACTED SERVICES</u>	
a) Artists including travel/ per diem	
Guest artist fees	
Guest artist travel expenses (including lodging)	
b) Consultants/ Other Experts including travel/per diem	
Consultant fees (Contracted, not organization staff)	
Consultant travel expenses (including lodging)	
<u>3. PRODUCTION EXPENSES</u>	
Educational materials including: exhibition catalog (printed, digital or online); study guide; film rental; podcasts	
<u>7. REMAINING OPERATING EXPENSES</u>	
Shipping and Insurance	

For more information related to Visual Arts Project Grants, please contact Adriana Gallego, Visual Arts Director at 602.771.6530 or at agallego@azarts.gov.

ADDITIONAL REQUIREMENTS AND INFORMATION

Supplementary Materials

Organizations are required to submit some or all of the following Supplementary materials in support of Project Grant applications. **Supplementary materials will not be returned to the applicant.**

The following materials are REQUIRED and must be uploaded to EGOR:

- Federal Tax Exemption Letter (first-time applicants only). This is a letter from the IRS granting 501(c)3 status to an organization or a designated fiscal agent. It is NOT the letter assigning a Federal Tax ID Number. Public schools and units of government are exempt from this requirement.
- 3 Year Arts Programming List. A list of the previous, current and upcoming years' arts programming (no more than 3 pages). Describe or annotate the program statements to help panelists understand the nature of the organization's programs.
- Current Staff List (or Volunteer List, if your organization is an all-volunteer organization). Please list full name and position, and number of years with organization.

The following materials are OPTIONAL and must be uploaded to EGOR:

- In-Kind Support List. List of in-kind support committed to the project outlined in the application, and from whom.

► Upon completion of the Supplementary Materials Checklist in EGOR, you will generate a Supplementary Materials Cover Page that must be sent with any mailed materials. Mailed materials must be mailed in one envelope and postmarked by the grant deadline.

The following materials are REQUIRED and must be mailed to the Commission offices:

- Fiscal Sponsor Letter of Agreement (if applicable). If using a Fiscal Sponsor, an organization must submit a letter signed by an authorized official of the Fiscal Sponsor organization agreeing to receive any grant funds on behalf of the grantee, distribute them to the grantee organization and maintain appropriate financial records.

The following materials are OPTIONAL and must be mailed to the Commission offices:

- Audio, Video or Visual Materials. The only media the Commission will accept for review are CDs, DVDs or CDR. File types limited to PowerPoint (.ppt) digital images (.jpg) audio (.wav, .mp3, or standard audio file) video in QuickTime format (.mov), Windows Media format (.wmv), Flash (.fla or .flv), or standard DVD file. Limited to only 1 CD, or 1 DVD, or 1 CDR.

Materials must speak to the artistic quality or service quality of either the proposed project or a recent past project. **Applicants submitting these materials are required to complete the Audio, Video and Visual Materials form** posted on the Commission website along with the Guide to Grants documents, clarifying the relevance of the submitted material to the submitted project proposal as well as to identify and describe work shown in the materials. This form must be mailed with any audio, video or visual materials, in the same envelope as other mailed materials and postmarked by the grant deadline.

- Paper Materials (including brochures, programs, catalogs, flyers, etc.) Limited to 5 examples.

Project Grants Do Not Fund

- Organizations and schools that received Commission funding in fiscal year 2008 but failed to file a final report by November 15, 2008.
- Projects sponsored by for-profit organizations
- Projects involving construction of facilities
- Debt reduction
- Food and beverages for receptions and hospitality functions
- Fundraising projects
- Scholarships and awards
- Producing organizations to tour or present themselves
- Equipment/capital expenditures
- Regranting
- Indirect costs
- Lobbying expenses
- College or university-sponsored projects not open to the community outside the university setting
- In project grants, staff of the applicant organization
- Any costs other than those delineated in the Guide to Grants and relevant Funding Eligibility Scales

Submitting a Draft

New applicants are strongly encouraged to contact the Commission well in advance of the deadline to discuss proposed project(s). New applicants may request Commission staff review draft applications for feedback. Only complete applications can be submitted as drafts. **Drafts must be submitted through EGOR no later than Monday, March 2, 2009 and applicants must notify the appropriate Commission grant contact of draft submission.** Staff review does not guarantee funding, but can help strengthen an application.

COMPLETING AN ONLINE PROJECT APPLICATION IN EGOR

Application Narrative

Applicants are asked to address the following questions within the application and are required to complete a budget (to address the criterion related to *appropriateness of budget*). In addition, applicants are asked to identify staff, board and project directors, and are asked to identify grant and audience type.

In EGOR, questions require yes/no or short form responses unless a character count is indicated.

Applicants are strongly advised to develop responses to narrative questions using word processing software, to save often, and then to copy and paste completed responses into the EGOR application. Applicants will be required to answer all questions completely in the text boxes provided. Applicants are advised to assume that the panel reviewing grant applications knows nothing about your community, school, organization or programming.

Review Criterion: Artistic Quality

- Describe the project and the artistic quality and creativity of the project. 500 characters maximum.
- Describe your goals for this project and outline your measures of success, corresponding to your stated goals. 3000 characters maximum.
- Provide a one-paragraph bio for each guest artist, company or consultant that will be engaged in this project. 675 characters maximum per bio.

Review Criterion: Community Needs

- Describe the community(ies) this project will serve during the funding period. 350 characters maximum.
- Please indicate which of the following best describes how your project goals will impact participation (although you may be trying to accomplish all three, your project likely focuses on one of these goals and that is to be expected and recommended)
 - Broadening participation (attracting more people like your current participants).
 - Deepening participation (building deeper relationships with current participants).
 - Diversifying participation (attracting participants who are different than your current participants).
- How many audience members/participants did you serve with public programs during the past season or year?
- How many people do you expect to reach with this project? Keep in mind that projects which seek to deepen the experience for participants may reach a smaller number of people.
- Are you serving schools?
- Describe how your project will serve the community(ies) you have indicated the project will serve during the funding period. Please consider your mission as you craft your response. 2450 characters maximum.

Review Criterion: Administrative and Managerial Ability

- Describe your organization's ability to manage this project and properly administer a grant made up of state and federal funds. 1600 characters maximum.
- Describe the history of the organization in presenting, producing or serving the arts. 1600 characters maximum.

STAFF CONTACTS

Discipline-specific contacts listed throughout document.

Please contact Mitch Menchaca, Senior Director of Programs at 602-771-6529 or mmenchaca@azarts.gov for general questions related to Project Grants.

Please contact Ginny Berryhill, Grants and Information Technology Manager at 602-771-6528 or gberryhill@azarts.gov for questions related to EGOR, the Electronics Grants Online Resource.